



Alice M. Ward Memorial Library Board of Trustees
Minutes
September 6, 2023

I. Open Meeting:

The 9/06/2023 Alice M. Ward Memorial Library (AWML) Trustees meeting was opened at 3:52 pm by Nancy Petro.

II. Attendees:

Nancy Petro, Shellie Bresnahan, Kathy Smith, Gana Carr, Cindy Smyth
Guests: Ronald King and Frank Sawicki

III. Approval of Minutes from Previous Meeting:

A motion was made by Shellie and seconded by Gana to approve the 8/9/2023 AWML Trustee meeting minutes. Minutes were approved by a unanimous vote.

IV. Additions/Deletions to Agenda:

None

V. General Public Comments:

Frankie Sawicki asks if it is possible to use the library meeting room on occasions for some of his groups to meet when the Grace Church is unavailable. These groups would be held during the hours when the library is closed. Following a short discussion, we will review the Building Use Policy and make a decision.

VI. Building Maintenance/Concerns:

Fuel tank and slab:

Tardiff will start the work on Sept. 27, and install a new fuel tank when the slab is ready.

Brush and trees growing in enclosed area on the side of the building:

Shellie will talk with Zach again about having Richard clean it out.

Sidewalk Repair/Replacement

Cindy has not heard from Jon Cunningham and will contact him again. (Update: quote for stamped, colored concrete was provided. Jon is writing a quote for the replacement with sidewalk like the current one).

VII. Budget Review:

We received a charge from Amazon Prime annual membership fee, and as it is basically for free shipping of books and other items, decided it should come out of postage budget. Shellie will discuss it with Zach.

VIII. Policy/Bylaw Review:

INTER-LIBRARY LOANS

The ILL POSTAGE has increased to the point that it no longer is covered by our budgeted amount. Following a long discussion, it was decided to draft a new policy re: ILL ordering.

Anyone wanting to get ILL books or DVD, unless we can get what they want from Colebrook, will pay \$5.00 for each item ordered thru the ILL system. Motion made by Shellie and 2nd by Kathy and all in agreement. Cindy will draft the Policy and Trustees will sign it, and it will be posted at the front desk.

IX. Library Activity:

Sept. 26, 2023, Cindy planning an Open House from 3-5. Apple, cheese, cider. Cindy will make apple desserts, and anyone that wants can contribute apple themed foods. Ads in News and Sentinel "Events" column, Facebook, posters, and Library website.

October 19, 2023. Fashion Show. Advertise in both papers, News and Sentinel "Events" column, Facebook, Posters, and Library website.

Discussion about Summer Reading Program Grant. The grant was used for the "Tree Man". Cindy will send in the follow up report to include that there was a display of tree related books for all ages to be loaned out as usual.

See the Librarian's report for additional information.

X. Ongoing/Future Goals:

Carriage House Restoration Grant

The team contracted by the REDI grant met with Gana and Nancy at the Library on Aug. 25 for a preliminary visualization of the proposed project. They will be looking into architectural/engineering design work for the project as well as appropriate grants. The Library Grant is new money and they have not worked with them before but will start there.

XI. Other Business:

OVERDUE BOOKS

Currently we have no way to identify overdue books unless someone comes in to check out a book and it then appears under their account. Cindy and Ron will check with VERSO to see if there is a program that will generate a list.

Phone numbers need to be updated for many individuals, and staff will do this as people come in.

ILL (Interlibrary Loan)- see Policy/Bylaw Review

Town ARPA money- Shellie and Gana will talk with Zach about using some of that money for the Library needs, and also if he is still working on a Federal grant for town projects to include the Library.

XII. Adjournment:

There being no other business the meeting was adjourned at 5:17 pm.

Next Meeting: The next regular meeting of the Alice M. Ward Memorial Library Trustees will occur at 4:00 pm on 10/4/2023.